# Create a Message
# Template in Outlook

02/24/2004

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Do you send the same message on a regular basis, or do you repeatedly send mail that's structured a certain way? For example, perhaps you send a weekly status report that's always addressed to your manager, displays "Status Report" on the **Subject** line, and lists the same activities each week: read e-mail, attend meetings, conduct research. If so, you know how annoying and time consuming it is to retype this information each time. In Microsoft Outlook®, you can avoid this by creating a New Message form that has the information built in.

**Create a message form to use as a template**

1.     Create a new e-mail message. Add the recipient, subject, and message content that you use each time you send this type of message. Exclude information that will vary each time.

2.     On the **Tools** menu, point to **Forms**, and then click **Publish Form As**.

3.     In the **Look in** list, click **Personal Forms Library**.

4.     In the **Display name** box, type the name you want to appear in the list of forms.

5.     In the **Form name** box, type a name for the form if you want it to be different from the display name.

6.     Click **Publish**.

The next time you need to send this type of message, open it from the Personal Forms Library: on the **File** menu, point to **New**, and then click **Choose Form**. (Click **Personal Forms Library** in the **Look in** list, if necessary.) Send the form as is or add new information. (Outlook won't add the new information to the form template stored in the Personal Forms Library unless you republish the form.)

To add fields to your New Message form, you need to customize the form in the Outlook Forms design environment. For more information, see the Advanced Customization book in the Outlook Help table of contents.

**Note**   Instead of publishing the form to your Personal Forms Library, you can save it as a template (.oft) file. However, a form saved this way takes longer to open, and it won't be available if you open your mailbox from another computer.